

FY15 ACCESS PROGRAM: PERIOD 1 ESTIMATE-SITE FORM GUIDE

Summary

This form is used to estimate the first period program expenses, which will determine the first disbursement amount (P1 Estimate section). All of the After School sites must also be entered in the Sites section. Please read the instructions included at the top of each section.

I. Cover Page

General Instructions:

1. Complete the cells highlighted in yellow.

English Access Microscholarship Program																																					
Instructions for Cover Page: Complete the Program Identifying Information section below by filling in the cells highlighted in yellow.																																					
<table border="1"><thead><tr><th colspan="2">PROGRAM IDENTIFYING INFORMATION</th></tr></thead><tbody><tr><td>Provider Name</td><td>Access Program</td></tr><tr><td>Country</td><td>Example Country</td></tr><tr><td>Agreement Number</td><td>102070.001.002.001.000</td></tr><tr><td>FHI 360 Internal Project Number</td><td>AP-EXC-01</td></tr><tr><td>Number of Approved Students</td><td>20</td></tr><tr><td>Total Budget</td><td>\$10,000.00</td></tr><tr><td>Agreement Start Date</td><td>November 3, 2015</td></tr><tr><td>Agreement End Date</td><td>October 26, 2017</td></tr><tr><td>Report Cycle</td><td>Semester</td></tr><tr><td>Number of Periods</td><td>4</td></tr><tr><td colspan="2"> </td></tr><tr><td>Period 1 Start Date</td><td>November 3, 2015</td></tr><tr><td>Period 1 End Date</td><td>April 30, 2016</td></tr><tr><td colspan="2"> </td></tr><tr><td>Author of Form</td><td>John Smith</td></tr><tr><td>Author of Form's Email Address</td><td>Smith.John@email.com</td></tr><tr><td>Form Submission Date</td><td>September 30, 2015</td></tr></tbody></table>		PROGRAM IDENTIFYING INFORMATION		Provider Name	Access Program	Country	Example Country	Agreement Number	102070.001.002.001.000	FHI 360 Internal Project Number	AP-EXC-01	Number of Approved Students	20	Total Budget	\$10,000.00	Agreement Start Date	November 3, 2015	Agreement End Date	October 26, 2017	Report Cycle	Semester	Number of Periods	4			Period 1 Start Date	November 3, 2015	Period 1 End Date	April 30, 2016			Author of Form	John Smith	Author of Form's Email Address	Smith.John@email.com	Form Submission Date	September 30, 2015
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II. P1 Estimate

General Instructions:

1. Read the instructions provided for each section carefully.
2. Complete the cells highlighted in orange for the estimated expenses for Period 1.

PERIOD 1 ESTIMATED EXPENSES						
Instructions	Step 1) Input Estimated Expenses for P1 (Orange Cells). Step 2) Verify Payment Request amount (Green Cell). Step 3) Include an Explanation of Estimated Expenses.		<i>* Budget-line items may not exceed 10% of the total funds awarded, without prior written approval from Washington, D.C. in consultation with the U.S. Embassy/Consulate.</i>			
Reporting Period	Start date:	11/3/2015	Operating Budget			
	End date:	4/30/2016				
		P1 Estimate	Sub-agreement Total	Amount Remaining	Percent Remaining	Budget Line-item Flexibility *
Program Expenses	Instruction	\$1,500.00	\$5,900.00	\$4,400.00	74.6%	-44.0%
	Books & Materials	\$900.00	\$1,600.00	\$700.00	43.8%	-7.0%
	Transportation	\$275.00	\$600.00	\$325.00	54.2%	-3.3%
	Enhancement Activities	\$365.00	\$900.00	\$535.00	59.4%	-5.4%
	Administration	\$250.00	\$1,000.00	\$750.00	75.0%	N/A
	Food	\$0.00	\$0.00	\$0.00	-	0.0%
	Accommodation	\$0.00	\$0.00	\$0.00	-	0.0%
	Total Expenses	\$3,290.00	\$10,000.00	\$6,710.00	67.1%	N/A
	Payment Requested	\$3,290.00				

Step 1: Input Estimated Expenses for Period 1.

Step 2: Verify Payment Requested.

EXPLANATION OF ESTIMATED EXPENSES	
INSTRUCTIONS: Please provide an explanation of estimated costs for the upcoming period (for example, books will be purchased in the next period to be used throughout the program).	
P1 Estimated Expenses	We plan to use half of our Books & Materials budget in the first semester to purchase textbooks that will be used for the two-year program.

Step 3: Include an Explanation of Estimated Expenses for Period 1.

III. Site(s)

General Instructions:

1. In the cells highlighted in yellow, enter the relevant information for all After School sites. This includes city, name of institution or school, and number of approved students per site as entered in the proposal budget.
2. Do not include information about Intensive Sessions sites.
3. Verify that the sites and “Total Approved Students from Approved Proposal Budget” are consistent with your approved proposal budget.

Note:

- The definition of a “site” is the main place an After-School Program is held for a set class of Access students.
- If After-School Instruction for one group of students is held at more than one facility, enter only one of the facilities below. For example, if one group of students regularly attends classes at one facility on Tuesday and a different facility on Saturday, choose only 1 of the facilities to enter as an After-School site.

AFTER SCHOOL SITES			
INSTRUCTIONS: Enter the following information for each After School sites: city, facility (for example, name of institution or school where the After-School Instruction is held), and number of approved students at the facility. <u>Do not include Intensive Sessions sites.</u> If After-School Instruction for one group of students is held at multiple facilities, enter only one of the facilities below.			
Site #	CITY	FACILITY	# OF APPROVED STUDENTS
	Washington, D.C.	English Language Center	25
1	Austin	Community Development Institute	5
2	Chicago	Phillips Language Academy	5
3	San Francisco	Santiago University	5
4	Washington, D.C.	English Language Center	5
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TOTAL FOR ALL SITES			20
TOTAL APPROVED STUDENTS FROM APPROVED PROPOSAL BUDGET			20

The total number of students for all sites must be the same as the total number of approved students.